



Checklist for Agency Staff Who Register Clients

- ❖ Every new applicant, recertification, renewal or applicant changing his/her address is offered the opportunity to register to vote and provided assistance with completing the form if requested.
- ❖ An opportunity form is included in each application packet
- ❖ A voter registration application and assistance is provided to every applicant who checks "YES" they would like to register to vote
- ❖ Those applicant's who have requested assistance should be advised if the Voter Registration Application is incomplete or is unintelligible.
- ❖ If an applicant is not able to sign the application, you should write "unable to sign" and place your name and work address in Section 10 of the Voter Registration Application.
- ❖ Voter registration applications completed at the agency must be forwarded to the Division of Elections on a weekly basis. During the week prior to a voter registration deadline date, the applications must be forwarded on a daily basis. On the voter registration deadline date, applications must be forwarded by overnight mail or hand delivered to the Division of Elections.
- ❖ **AGENCY STAFF MUST NOT:**
 - (a) Seek to influence an applicant's political preference or party affiliation;
 - (b) Display any items of political preference or party allegiance;
 - (c) Make any statement to an applicant or take any action which may imply the purpose or effect of discouraging an applicant from registering to vote; or
 - (d) Make any statement to an applicant or take any action that would lead the applicant to believe that his/her decision to register or not to register to vote has a bearing on the availability of service or benefits.
- ❖ Voter Registration Opportunity Forms are filed properly and maintained for a two-year period
- ❖ Voter Registration Opportunity Quarterly Reports are properly completed and provided to the NVRA for filing with the Division of Elections

NJ Division of Elections
44 S. Clinton Avenue, 7th Floor
P.O. Box 304
Trenton, NJ 08625-0304
Phone: (609) 292-3760 Fax: (609) 777-1280